OFFICE OF THE STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION

PERS TPA Long Term Care Enrollments
Interface Information Package

REVISION HISTORY			
REVISION #	**DATE OF RELEASE**	**OWNER**	**SUMMARY OF CHANGES**
1.0	11/02/10	Lolly Gunter	Created the interface package.

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I. INTRODUCTION

This is an inbound interface file from the Long Term Care Third Party Administrator (TPA) containing raw enrollment data for employee's enrolling, changing enrollment or delimiting enrollment in the Long Term Care benefit plan in MyCalPAYS.

This interface provides MyCalPAYS with employee enrollment data for their Long Term Care benefit plan.

Background

Create a program to upload an inbound interface file into MyCalPAYS manually. It provides enrollment actions (new enrollments, changes to existing enrollments and delimit of existing enrollments) for the Long Term Care benefit plan for employees.

When executing in Production Mode and any data error occurs, give details on the output screen/spool.

In case of Employee locked records give details on the output screen/report and don't send to vendor in error log file.

Selection Criteria

- Select all SSN's found on the inbound file. Look up employee on SAP. If an employee exists in SAP, regardless of status, search by the Personal ID Number (Social Security Number) field name PERID, Table name P0002, Infotype 0002.

- If this employee exists on SAP, process the record through the interface logic. Get all the PERNRs from IT0002 for SSN in the inbound record. Use these PERNRs to get the main assignment from IT0712. This main assignment will have an IT0168 record updated (Create/change/delete).

- If this employee does not exist on SAP, write the record to an output file IN THE EXACT SAME FORMAT AS THE INPUT FILE. Do not process the record through the interface logic. (This file may then be imported to legacy.)

- For each record found on the interface with a Legacy Deduction/Organization code of '075113', create, change or delimit the employees Long Term Care benefit using MyCalPAYS Infotype 0168 (Insurance Plans).

Business Rules

1. If the record indicates Legacy system 'Type of Change' code '1' (new enrollment), then:

    - Create Infotype 0168 (Insurance Plans) with Benefit Plan Type B005, Benefit Plan B005 and Benefit Insurance Option OPT1.
    - Access function module "ZPY_PAY_DATES_FROM_PAYAREA" with Parameter = 01, to identify the MyCalPAYS Payroll period that maps to the Legacy Pay Period Month and Pay Period Year and populate the Start Date as the first day of the employee's pay period to be processed, the effective beginning date (BEGDA).

- Note the employee is not allowed to have a date prior to the first date of the current MyCalPAYS Payroll Period. (Deduction cannot be established with a retroactive pay period).
- Use 12/31/9999 as the default End Date, the effective ending date (ENDDA).
- Enter the Legacy system Deduction Amount value in MyCalPAYS Infotype 0168 - Alternative Cost Amount field (CSTOV).
- Enter the period as 'Monthly' in MyCalPAYS Infotype 0168 - Individual Employee Costs –Period field (PERIO).

2. If record indicates Legacy system 'Type of Change' code '2' (delimit enrollment), then:

- Delimit Infotype 0168 (Insurance Plans) for Plan Type B005, Benefit Plan B005 and Benefit Insurance Option OPT1.
- Leave the current Infotype Start Date as the effective beginning date (BEGDA).
- Access function module "ZPY_PAY_DATES_FROM_PAYAREA" with Parameter = 01, to identify the MyCalPAYS Payroll period that maps to the Legacy Pay Period Month and Pay Period Year and populate the End Date as the first day of the employee's pay period to be processed, the effective ending date (ENDDA).

3. If the record indicates Legacy system 'Type of Change' code '3' (change existing enrollment), then:

- Copy Infotype 0168 (Insurance Plans) record with Benefit Plan Type B005, Benefit Plan B005 and Benefit Insurance Option OPT1, which automatically delimits the existing Infotype 0168 (Insurance Plans) record.
- Access function module "ZPY_PAY_DATES_FROM_PAYAREA" with Parameter = 01, to identify the MyCalPAYS Payroll period that maps to the Legacy Pay Period Month and Pay Period Year and populate the Start Date as the first day of the employee's pay period to be processed,, the effective beginning date (BEGDA).
- Note the employee is not allowed to have a date prior to the first date of the current MyCalPAYS Payroll Period. (Deduction cannot be established with a retroactive pay period).
- Use 12/31/9999 as the default End Date, the effective ending date (ENDDA).

- Enter the Legacy system Deduction Amount value in MyCalPAYS Infotype 0168 - Alternative Cost Amount field (CSTOV).

Enter the period as 'Monthly' in MyCalPAYS Infotype 0168 - Individual Employee Costs –Period field (PERIO).

- While MyCalPAYS and Legacy are being run concurrently, input files will need to be split prior to being loaded into MYCALPAYS and outbound error file will need to be merged with the Legacy outbound error file. The merge requires a simple concatenation of the output files from SAP and the Legacy Payroll.

II. GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.

- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.

- Support testing activities for the interface.

III.   TECHNICAL INFORMATION

- The file is generated in a single file format.

- File format used is tab, delimited.

- Format is a fixed length.

- Server Type: Secure File Transfer Protocol (SFTP).

IV. RECORD FORMAT

Frequency	☐ Daily ☐ Weekly ☐ Bi-weekly ☒ Monthly ☐ Ad-hoc ☐ Annually ☒ Other: On demand / usually monthly
Direction	☒ Inbound ☐ Outbound ☐ Both
Source System	Long Term Care TPA
Target System	MyCalPAYS
Classification of Data	☐ Confidential ☒ Sensitive
Data Volume Estimate	☐ One-time: _____ records ☒ Recurring: <u>100 or less</u> records <u>every month.</u>
Scheduled	☐ Automatic ☒ Manual (User Started)
Data Time Period	☐ Daily ☐ Weekly ☐ Bi-weekly ☒ Monthly ☐ Annually ☐ Other: _____ **Record Selection Scope:** ☐ New or Changed Records ☒ All records
Selection Method of Records	☐ Allow user to select ☐ Automatic (rules defined below) ☐ Other: _____ **Description:** Select all records found on the file.
Deleted Data	N/A.

Future Transactions	**Future transactions allowed?** ☐ Yes ☒ No **Description:**
Retroactive Transactions	**Retroactive transactions allowed?** ☐ Yes ☒ No **Description:**

V.   FILE DEFINITIONS

File Format:	650 File - Long Term Care
File Name:	PERS TPA Long Term Care - IN
SAP Module:	HCM-Benefits
Frequency:	Monthly and On Demand

Target Field Name	Type	Max. Length	Target Screen Program/No.	Optional?	Mapping Rule	SAP Table & Field	Type	Max. Length	Field Description	Comments
Transaction Code	CHAR	3		X	Though this field will be included in the input file (as 650), our SAP interface program will ignore it. The '650' indicator just tells us what legacy file format this record is in. This information is not pertinent to SAP.					

Social Security Number	CHAR	9				PA0002-PERID	CHAR	9	**Social Security Number**	
First Initial	CHAR	1			Take the first letter only.	PA0002-VORNA	CHAR	40	**First Name**	
Middle Initial	CHAR	1		X	Take the first letter of the middle name to be the Middle Initial. Leave blank if employee has no middle name.	PA0002-MIDNM	CHAR	40	**Middle Name**	
Surname	CHAR	3			Take the first 3 letters only.	PA0002-NACHN	CHAR	40	**Last Name**	
Deduction Code	CHAR	3				PA0168-PLTYP	CHAR	4	**Benefit Plan Type**	
Organization Code	CHAR	3				PA0168-BPLAN	CHAR	4	**Benefit Plan**	
Deduction Amount	CHAR	7				PA0168-CSTOV	CURR	13.2	**Benefit Employee pre- Tax Contribution Amount**	

Type Of Change	CHAR	1			Type Of Change 1 = "Enroll" (i.e. Create in SAP terms) Type Of Change 2 = "Cancel" (i.e. Delimit in SAP terms) Type Of Change 3 = "Change" (i.e Creating a new record in SAP terms, which will delimit the existing record)				**Type Of Change.** A flag that identifies to SAP whether this will be a create,delimit or change to Infotype 0168 (Insurance Plans)	
Filler	CHAR	1			Leave blank.				**Filler.**	
Pay Period	CHAR	3			See page x of functional spec for logic to determine what BEGDA/ENDDA to use.	PA0168-BEGDA / ENDDA	DATS	8	**Start Date/ End Date**	
Filler	CHAR	165			Ignore.				**Filler.**	

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VI.   FIELD VALIDATION

(From) System Name	(From) System Field Name	(To) System Name	(To) System Field Name	Comments
Long Term Care TPA	Transaction Code	MyCalPAYS	N/A	Though this field will be included in the input file (as 650), MyCalPAYS interface program will ignore it. The '650' indicator just tells what legacy file format this record is in. This information is not pertinent to MyCalPAYS.
Long Term Care TPA	Social Security Number	MyCalPAYS	PA0002-PERID	
Long Term Care TPA	First Initial	MyCalPAYS	PA0002-VORNA	Take the first letter only
Long Term Care TPA	Middle Initial	MyCalPAYS	PA0002-MIDNM	Take the first letter of the middle name to be the Middle Initial. Leave blank if employee has no middle name.
Long Term Care TPA	Surname	MyCalPAYS	PA0002-NACHN	Take the first 3 letters only
Long Term Care TPA	Deduction Code	MyCalPAYS	PA0168-PLTYP	
Long Term Care TPA	Organization Code	MyCalPAYS	PA0168-BPLAN	
Long Term Care TPA	Deduction Amount	MyCalPAYS	PA0168-CSTOV	
Long Term Care TPA	Type of Change	MyCalPAYS	N/A	Type Of Change. A flag that identifies to MYCALPAYS whether this will be a create, delimit or change to Infotype 0168 (Insurance Plans)

				Type Of Change 1 = "Enroll" (i.e. Create in MYCALPAYS terms)
				Type Of Change 2 = "Cancel" (i.e. Delimit in MYCALPAYS terms)
				Type Of Change 3 = "Change" (i.e. Creating a new record in MYCALPAYS terms, which will delimit the existing record)
Long Term Care TPA	Filler	MyCalPAYS	N/A	Filler
Long Term Care TPA	Pay Period	MyCalPAYS	PA0168-BEGDA/ENDDA	
Long Term Care TPA	Filler	MyCalPAYS	N/A	Filler